



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

TO: Child Care Facility Applicants (Group Child Care Center (GCC),
Group Child Care Home (GCH), Infant & Toddler Child Care Center
(IT), or Before & After School Child Care Facility (BAS))

FROM:

SUBJECT: **GUIDE FOR GCC, GCH, IT, BAS LICENSING**

Initial Licensing Information:

The following is a guideline to complete the application for a license to operate a child care facility for the first time.

1. Read and review the Hawaii Administrative Rules, Chapter 892.1, Licensing of Group Child Care Centers and Group Child Care Homes; Chapter 895, Licensing of Infant and Toddler Child Care Centers; or Chapter 896, Licensing of Before and After School Child Care Facilities (whichever is applicable for the license that is applied for).
2. Obtain a Conditional Use Permit or Certificate of Occupancy (whichever is applicable for your county) from the appropriate county department.
3. Complete an initial criminal history record, adult and child abuse/neglect history clearances for applicant, employees, and, if applicable, adult household members residing in Group Child Care Homes (separate instructions are attached).

Note: The Child Care Licensing Unit named above will contact you, the child care employer, upon receipt of information which indicates that an employee poses a risk to children. No contact will be made if full clearance is received. If you, the child care employer, would like a report of all clearances for staff, a written request must be submitted to the child care licensing unit (contact your child care licensing worker for more information).

4. Complete the Employment History Check (separate instructions are attached).

Guide for Licensing

5. Complete and forward the following to the Child Care Licensing Unit:
 - License Application and Statement of Legal Authority;
 - Statement of Operation Policies; and
 - Child Care Center Staff and Volunteers.

In addition, please complete action on the following items in order to facilitate the licensing process:

1. Ensure that all staff obtain a card issued by the CANOES Registry that indicates the position that they qualify for per the licensing rules. (See §17-892.1-17 or §17-895-16);
2. Review your staff-child ratio and staff employment sequence. (See §17-892.1-18, §17-895-17 & 18, or §17-896-17);
3. Review all enrolled children's health clearances for completeness. (See §17-892.1-20 or §17-895-20)
4. Obtain and maintain on file Medical Reports (separate instructions are attached) for staff which includes a physical examination and chest x-ray or TB test. (See §17-892.1-29, §17-895-28, or §17-896-27)
5. Ensure that you have a staff member with certification in first aid and child CPR on duty at all times. (See §17-892.1-22, §17-895-22, or §17-896-21)
6. Review and meet all other licensing requirements PRIOR to the inspection visit.

Upon receipt of the completed forms and verification that the facility meets the appropriate county codes for operation, a child care licensing worker will call to schedule an appointment with you to conduct a licensing study. Once it is determined that the program is in full compliance with the rules, a license will be issued.

Once you are licensed, report any significant changes that occur in your child care facility to your child care licensing worker (notification of change form is attached).

Relicensing Information:

1. Upon receipt of the completed License Application and Statement of Legal Authority, Statement of Operation Policies, and Child Care Center Staff and Volunteers form, a childcare licensing worker will call to schedule an appointment with you to conduct a licensing study at your child care facility.
2. With the exception of obtaining a Conditional Use Permit or Certificate of Occupancy, all other requirements for the initial licensing process shall be met.
3. Applicants, employees, or rehired employees who have left the state or who are no longer operating a licensed child care facility, employed, or residing in the group child care home for a period of six (6) consecutive months or more shall be fingerprinted again within five (5) working days of beginning employment, reapplying for a child care facility license, or the person's occupancy in the home, as applicable. If the break in service or occupancy in the home is less than six consecutive months, re-fingerprinting is not required, however, all other criminal history and background checks are still required.

If at any time you have questions, please feel free to call us at _____. We look forward to working with you. Thank you.